
MAINE INTEGRATED HEALTH MANAGEMENT SOLUTION (MIHMS) ENROLLMENT AND REVALIDATION CHECKLIST

Part A. Definitions

An **individual provider** is a provider who owns and operates his or her own practice or otherwise provides healthcare services under his or her Social Security Number (SSN) and a Type 1 Individual National Provider Identifier (NPI). An individual provider may associate to other entities as a rendering provider. An individual provider employed by an organization will be re-enrolled by that organization as a rendering provider when required by MaineCare policy.

An **incorporated individual provider** is considered to be a provider group for this enrollment and should follow this checklist. An incorporated individual provider must obtain a Type 2 Organizational NPI in addition to a Type 1 Individual NPI. An incorporated individual provider is considered to be a provider group for this enrollment and must enroll as a Group, using both NPIs. Incorporated individuals must select Type 2 Incorporated Individual when enrolling.

A **provider group** is a collective group of individual practitioners providing healthcare services. There are two types of provider groups:

- A provider group that operates under a Federal Employer Identification Number [FEIN] and a Type 2 Organizational NPI. This includes incorporated individual providers.
- A sole proprietorship that operates as a group under the SSN of the sole proprietor.

The individual practitioners associated with provider groups are affiliated as rendering or NOPR providers with a Type 1 Individual NPI.

A **FAO provider** is an entity that provides healthcare services. FAO providers include hospitals, home health agencies, mental health clinics, nursing facilities, laboratories, group homes, residential facilities, and so on. These providers can operate either under a Type 1 Individual NPI as a sole proprietorship or under a Type 2 Organization NPI. FAO providers also include **atypical providers** (examples include, but are not limited to, fiscal employer agent and transportation services). Atypical providers who have obtained an NPI, should enroll using that NPI. For atypical providers who have **not** obtained an NPI, an Atypical Provider Identification (API) number will be assigned when the application is submitted.

An FAO may or may not have rendering providers associated to them, depending on the type of services provided, as defined in MaineCare policy. The individual practitioners are associated to the FAO provider as rendering or NOPR providers with a Type 1 Individual NPI.

An **Out-of-State (OOS) provider** may be located in any of the 49 states other than Maine. This includes the District of Columbia, and within the following U.S. Territories and Possessions: American Samoa, Guam, Northern Mariana Islands, Puerto Rico, and the Virgin Islands. For additional information, refer to the [Reference Guide for Standard Abbreviations and Postal Information](#).

A **Non-billing, Ordering, Prescribing, or Referring (NOPR) provider** is required to enroll with MaineCare to continue to order, prescribe, and refer services for MaineCare members.

A **managing employee** means a general manager, business manager, administrator, director, or other individual who exercises operational or managerial control over, or who directly or indirectly conducts, the day-to-day operation of the provider or supplier: 42 CFR Section 455.101. Managing employees are in a position to exert influence over the conduct of the provider's operations.

Part B. Checklist

Before you can submit an application to enroll or revalidate your MaineCare enrollment, you must register for a Trading Partner Account (TPA) and sign a Trading Partner Agreement¹. Detailed information on obtaining a TPA, and access to the provider online enrollment application is available on the [MIHMS Health PAS Online Portal](#).

When enrolling as a provider group, it will be useful to have the following information, forms, and other documents available:

Pay-To provider:

- Pay-To provider NPI
- Pay-To provider Taxonomy Codes
 - *Use the [Provider Lookup](#) tool for the taxonomy codes associated with your NPI
- Pay-To provider tax ID, FEIN, Date of Birth (DOB), and SSN
- Name, title, and email address of the office contact person completing the application
- Provider Tax Entity (examples include, but are not limited to, Corporation, Individual, or Partnership)
- Provider Profit Status (examples include, but are not limited to, for-profit or non-profit)
- Provider Corporation Type (examples include, but are not limited to, proprietary-individual, or government-hospital)
- If the Pay-To provider is a Public Provider under the Code of Federal Regulations – Title 42:Public Health
- Primary (required), secondary, emergency, and mobile phone numbers, and fax numbers for the office contact person and Pay-To provider
- A copy of the Pay-To provider W-9 form
- A copy of a cancelled check or bank letter to meet the requirements for Electronic Funds Transfer (EFT) enrollment
- Credit or debit card information for payment of application fee (if applicable), which is due at the time of application submission
- A copy of the surety bond when enrolling Durable Medical Equipment (DME) or Home Health Agency (HHA) service locations
- Date of transfer, NPI of previous and current owner, legal name of previous and current owner, and last date of claims submission by previous owner if you have had a change of ownership within the past 12 months
- Information regarding sanctions, exclusions, or convictions of the Pay-to provider

Owners, board members, managing employees, and any person with ownership, or controlling interest of 5% or more in the disclosing entity:

- The name, SSN, DOB, tenure dates, and address information for all owners and board members
- SSN for the owner(s) and board member(s) or FEIN of any controlling organization

¹ HIPAA Section §160.103 Definitions: Trading Partner Agreement means an agreement related to the exchange of information in electronic transactions, whether the agreement is distinct or part of a larger agreement, between each party to the agreement.

- Information regarding sanctions, exclusions, or convictions of owner(s) and board member(s)
- Information regarding owners' and board members' participation in other organizations that bill Medicaid for services
- Relationships among owner(s) and board member(s)
- Information regarding criminal convictions, bankruptcies or sanctions against owner(s), board member(s), managing employee(s) or practitioner(s) employed or affiliated with the Pay-To provider

Service locations:

- Physical and mailing addresses of the Pay-To provider's service location(s)
- Pay-To provider Taxonomy Codes
 - *Use the [Provider Lookup](#) tool for the taxonomy codes associated with your NPI
- Service Location ID(s) assigned to the Pay-To provider's service location(s) for revalidation applications only
- A list of any languages in addition to English spoken by the provider and his or her staff
- General information about each service location, such as accessibility, office hours, whether the service location is accepting new patients, and the age range and gender restriction for patients
- Provider type and specialty combinations that represent the providers within the practice, as well as all licensing and certification documents for those providers
- Information about participation in MaineCare programs, including specifics for Primary Care Case Management (PCCM) (if applicable)
- Providers designated as Speech/Hearing Therapist Groups and certain schools will need the actual hire dates for any qualified audiologists and qualified speech language professionals they employ at each service location

Rendering providers:

- Each rendering provider name, NPI, SSN, DOB, address, gender, phone number, and fax number
- Provider Taxonomy Codes
 - *Use the [Provider Lookup](#) tool for the taxonomy codes associated with your NPI
- Provider type and specialty combinations that represent the rendering providers within the practice, as well as all licensing and certification documents for those providers
- Information about participation in PCCM (if applicable)
- A list of the service locations to which the rendering provider is affiliated
- Information regarding sanctions, exclusions, or convictions for each rendering provider

Individuals operating as an organization (group or facility/agency) with rendering providers:

- Each rendering provider name, NPI, SSN, DOB, address, gender, phone number, and fax number
- Pay-To provider Taxonomy Codes
 - *Use the [Provider Lookup](#) tool for the taxonomy codes associated with your NPI

- Provider type and specialty combinations that represent the providers within the practice, as well as all licensing and certification documents for those providers
- Information about participation in PCCM (if applicable)
- A list of the service locations to which the provider is affiliated
- Information regarding sanctions, exclusions, or convictions

NOPR providers:

- Each NOPR provider name, NPI, SSN, DOB, gender, address, office phone number, and fax number
- Provider type and specialty combinations that represent the providers within the practice, as well as all licensing and certification documents for those providers
- Information regarding sanctions, exclusions, or convictions